

Excel Basic 2007

College Certificate

Awarding Body Redcar & Cleveland College

Course Details

The course can be delivered to suit learners needs and can include the following units:

Components of the Excel Window

Toolbars

- Formatting toolbar
- Standard toolbar
- Other toolbars

Opening and Closing Documents

Saving a Document

Creating a New Workbook

Entering Data

Copying and Moving Data

Formatting Data

- Using bold, underline
- Changing the column width
- Adding borders
- Inserting/deleting rows/columns

Formulas and Functions

- Using sum feature
- Basic operators (+ - * /)

Formatting Numbers

Adjusting Page Setup Settings

Printing the Worksheet



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Course Information

**ALL FEES ARE SUBJECT TO REVIEW
PLEASE REFER TO PART TIME PROSPECTUS**

FACTFILE	
Attendance	Part Time
Duration	1 day
Starting	27/01/2012
Location	Corporation Road
Timetable	Friday 09.00-16.00
Course Tutor	Sam Beel
Revision Date	December 2011
Division	Computing Information and Technology

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